Name of Organization:				
Services applied for: Circle _	1	2	3	

## **REQUEST FOR APPLICATIONS**

## SERVICES FOR HOUSING PROGRAMS 2012

## **APPLICATION FORM**

PARTS 1 AND 2

Part 1: Organiz Use Part 1 of the appropriate and a	Total Points Available in Part 1: 100	
Provide basic int	formation about your organization.	
Name of Organization		
Year Established		
Overall Organizational Service Area		
Primary Contact Person/Title		
Site Address		
Mailing Address (if different)		

Phone			
Fax			
Email			
Mission			
Application Certifi	cation:		
Signature of Author	ized Representative (staff)	Date	
Signature of Govern	ning Board President or Chair	Date	

				Points Available: 15
	tion about the key staff at your or	rganization who will have respon	sibility for this grant (add	Score:
additional rows if no	ecessary). Name	Title	Joh Dosnonsihilities	
Key Staff	Name 	Title	Job Responsibilities	Years with organization
	2008	2009	2010	2011
Number of Full-				
time Staff				
Number of Part-				
time Staff				
Number of Staff				
Departures				
(excluding				
interns)				

3. Provide information about your organization's Board of Directors. (Add additional rows and expand cells as necessary.)						
Name	Role	Home Address	Stakeholder representation <sup>1</sup>	Profession	Affiliations	Length of Tenure
					Average Tenure:	

<sup>&</sup>lt;sup>1</sup> The Department strongly generally prefers that a majority of the organization's Board be stakeholders in the community of low- and moderate-income District households in one of three ways (use the following letter code to indicate for each Board member whether one or more apply):

<sup>•</sup> A – indicates that the member is him/her-self a member of a low-/moderate-income District resident household;

B – indicates that the member owns or is a senior officer of private establishment and/or other institution located in and serving the District of Columbia's low-/moderate-income households; and/or

C – indicates that the member is a representative of a District neighborhood organization with a proven track record of serving low- and moderate-income residents.

Provide information to demonstrate that your Board possesses: (1) skills and/or erience related to affordable housing, community development, and neighborhood Word Limit: 30		Points Available: 10
revitalization, and (2) legal, business, and management skills required to manage Housing Services in partnership with the District government. As appropriate, describe key Board initiatives within the past three years that demonstrate these capabilities.		Score:
<insert here="" response=""></insert>		1

				Points Available: 10
5. Please provide the following finance	ial information about your c	organization.		Score:
	2008	2009	2010	2011
Annual Operating Budget				
Operations Surplus (deficit)				
Total Assets				
Net Assets				

6. Describe your organization's systems for managing finances and performance data.	Word Limit: 300	Points Available: 15 Score:
<insert here="" response=""></insert>		

							Points Availal	hle∙ 10
							1 Ollits Availai	oic. 10
7. Pleas	se provide information ab	out your organiza	ation's mai	or sources of funding	g (over \$10,000).		Score:	
	2009	, ,			10		201	1
	Funder	Amount		Funder	Amount		Funder	Amount
					1	<u> </u>		1
8. Provi	ide contact information fo	r three reference	s from fun	ding sources or othe	r entities who are v	well acquainte	d with your organiz	ation's ability to
	positive outcomes within							
		nization		<u> </u>	ontact Person	-	Teleph	
a.							•	
b.								
0		·			·		·	

 $<sup>^{\</sup>rm 2}$  DHCD reserves the right to act as its own reference (in addition to those listed) for any applicant.

Provide information performance-based ou additional rows and ex	Points Available: 10  Score:					
Activity Name	Partner Organizations	Budget	Target Population	Start/End Dates	Outcomes	/Deliverable Products

<sup>&</sup>lt;sup>3</sup> Activities listed should have start dates no earlier than 2008

Describe the methods used by your organization to ensure that adequate quality control is maintained in the services provided. (Expand cell as necessary.) <insert here="" response=""></insert>	Word Limit: 200	Points Available: 10 Score:
Chisert response here		
11. Describe your organization's systems for program management and tracking of	Word Limit: 200	Points Available: 5
accomplishments (Eypand call to an additional page as necessary)		Score:
accomplishments. (Expand cell to an additional page as necessary.) <insert here="" response=""></insert>		

<ul><li>12.a. Describe recent challenges faced by your organization and the process used to address those challenges.</li><li>12.b. What are the most significant challenges facing your organization today, and how do you plan to respond?</li></ul>	Word Limit: 300	Points Available: 10 Score:
<insert here="" response=""></insert>		

Part 2: Proposed Activities and Outcomes for Housing Services  Use Part 2 of the application to demonstrate both your knowledge of the need for these services and your organization's ability to address those needs.		Total Points Available in Part 2: 100
1. Describe your organization's marketing and outreach plan for these services. The plan should include a description of all marketing tools which will be used and how those tools will increase target population awareness of the services. (Expand cell to additional page as necessary.)	Word Count: 300	Points Available: 20 Score:
<insert here="" response=""></insert>		

2. What are the housing needs of your organization's target area, target population, etc. which will be addressed by the proposed services for which funds are being requested? On what data are your assumptions based? Note: applicants would do well to study DHCD's Action Plan target areas, and as applicable, New Communities, Great Streets, DC Office of Planning Initiatives and/or other District priorities for data to support the needs documented.	Word Limit: 300 words	Points Available: 10  Score:
<insert here="" response=""></insert>		

3. (a)Describe in detail the housing services your organization intends to provide under this grant. (This should cover all services indicated on the Menu of Services.) Provide some detail on the process by which these services will be provided. Provide some detail about your organization's skill and/or experience in providing these services. Explain how the services proposed are not duplicative of initiatives funded through other District agencies.	Word Limit: 500 words for each Service	Points Available: 40 Score:
<insert here="" response=""></insert>		

<b>(b)</b> Please provide a brief work plan for the proposed services in the space below (add additional steps as necessary).		
Major Tasks	Start Date	Complete Date
1.		
2.		
3.		
4.		
5.		
6.		

4. Use the spaces below to list expected outcomes from the services proposed in #3 above and provide an estimate of the total budget necessary to achieve those outcomes. It is suggested that outcomes for each proposed service be provided. In addition, this should be the aggregate budget for all proposed services. (Expand cells and add rows as necessary.)			Points Available: 15 Score:
	Outo	omes	
	Bu	dget	
Cost Categories	Required DHCD Funding	Other Funding	Total Costs
Personnel	required briob i dilding	Other Fanding	Total 003t3
Consultants			
Space & Utilities			
Consumable Supplies			
Lease/Purchase of Equipment			
Other Costs			
Total Costs			

5. Describe your organization's experience in delivering similar outcomes, including the budgets required to deliver those outcomes.	Word Limit:	Points Available: 10
badgets required to deliver those outcomes.	300 words	Score:
<insert here="" response=""></insert>		

6. Describe how your organization will leverage resources to support and enhance the outcomes envisioned by providing these services.	Word Limit: 300 words	Points Available: 5 Score:
<insert here="" response=""></insert>		